DOCUMENT RESUME

ED 440 677 JC 000 280

TITLE	Minimum Qualifications for Faculty and Administrators in California Community Colleges. [Fourth Edition].
INSTITUTION	California Community Colleges, Sacramento. Office of the Chancellor.
PUB DATE	1999-11-00
NOTE	47p.
PUB TYPE	Legal/Legislative/Regulatory Materials (090)
EDRS PRICE	MF01/PC02 Plus Postage.
DESCRIPTORS	*Administrator Qualifications; Administrators; College Faculty; *Community Colleges; *Eligibility; Government School Relationship; Personnel; *Personnel Selection; State Boards of Education; *State Standards; *Teacher Qualifications; Two Year Colleges
IDENTIFIERS	California Community Colleges

ABSTRACT

This report provides guidelines and policies on qualifications required for faculty and administrative positions at community colleges in California. Major changes from the previous edition include: modification of two current disciplines which require a master's degree, addition of Film Studies as a discipline requiring a Master's degree, and addition of Multimedia to the non-master's list. The report contains seven major sections: (1) Disciplines requiring a master's degree, listing 63 fields, with related disciplines, for which a master's degree is a teaching requirement; (2) Disciplines in which a master's degree is not generally expected or available, listing over 125 disciplines for which a bachelor's degree and two years experience are the minimum teaching requirements; (3) Education code sections on minimum qualifications; (4) Title 5 regulations on minimum qualifications; (5) Title 5 regulations on faculty interns; (6) Title 5 regulations on EOPS qualifications; and (7) Legislative findings and declarations. The appendix includes recommendations and adoption of 1999 changes. (Contains 21 related resources.) (RDG)

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Minimum Qualifications for Faculty and Administrators in California Community Colleges

November 1999

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INTRODUCTION

This fourth edition of *Minimum Qualifications for Faculty and Administrators in California Community Colleges* is an update of the disciplines lists adopted by the Board of Governors of the California Community Colleges at their regularly scheduled meeting on November 8, 1999. It incorporates changes that resulted from recommendations from the statewide Academic Senate and its members, and a comprehensive review of regulations regarding the minimum qualifications and disciplines lists.

These changes replace the previous edition. They are intended to be effective immediately and should be employed as appropriate in each community college district.

The changes:

- Modify two (2) current disciplines which require a Master's degree,
- Add Film Studies as a discipline requiring a Master's degree, and
- Add Multimedia to the non-Masters list.

A copy of the Board of Governors agenda item is contained in the appendix to this publication.

In addition to the reprinting and changes referenced above, this booklet contains a reprint of selected statutes from the *California Education Code* and regulations from Title 5 of the *California Code of Regulations*.

History

The complete disciplines lists with revisions to that adopted by the Board of Governors of the California Community Colleges were designed to replace the system of credentials that was in force until June 30, 1990. The relevant sections of the *Education Code* were adopted by the Legislature in September 1988 as part of AB 1725, the community college reform bill. Significant amendments were made by AB 2155 and SB 1590 of 1989, SB 2298 of 1990, and SB 343 of 1993. Faculty internship programs were authorized by SB 9 of 1991.

Implementing regulations were originally adopted into Title 5 by the Board of Governors in July 1989. Additions or amendments were made in July 1990, September 1991, June 1992, and September 1993, prior to these amendments adopted by the Board in September 1996. Faculty intern regulations were adopted in January 1992.

The disciplines lists used to implement the minimum qualifications for credit instructors, counselors, and librarians are now incorporated by reference into the Board's regulations. These lists were prepared and reviewed primarily by the Academic Senate for California Community Colleges. They were first adopted in July 1989, underwent minor revisions in November 1990, May 1991, September 1993, September 1996, and April 1999.

Process to Initiate Changes

Users of this booklet are encouraged to forward their recommendations for additions, changes, and/or suggestions through their local academic senates, the statewide Academic Senate, or to the Human Resources Division of the Chancellor's Office.

The Human Resources Division in the Chancellor's Office continually monitors issues and questions relating to minimum qualifications and, in consultation with the Academic Senate, regularly considers changes to these lists. Recommendations from the Senate to the Board of Governors are also developed through active collaboration between the local senates, and the Chancellor's Office. The resulting minimum qualifications serve as a statewide benchmark for promoting professionalism and rigor within the academic disciplines in the community colleges and a guideline for day-to-day decisions regarding suitability for employment in the system.

Districts enjoy a significant degree of flexibility in the application of these minimums, how they organize courses within disciplines, apply "equivalency," and how they develop criteria and employ processes to select staff and instructors.

DISCIPLINES REQUIRING A MASTER'S DEGREE

These disciplines lists must be used in conjunction with the Board of Governors minimum qualifications regulations (Title 5 Sections 53400-430). A few of the applicable rules specified in Title 5 are:

- Degrees and credits generally must be from accredited institutions (Section 53406).
- An occupational license or certificate is required in certain instances (Section 53417).
- A district may hire a person who possesses qualifications different from, but equivalent to, those listed on the disciplines list, according to criteria and procedures agreed upon by the governing board and the academic senate (Section 53430).

Title 5 regulations also specify minimum qualifications for additional faculty members, including health services professionals, non-credit instructors, apprenticeship instructors, DSPS personnel, EOPS personnel, learning assistance and tutoring coordinators, and work experience coordinators.

Whenever this list mentions a master's degree, any degree beyond the master's would also satisfy that qualification.

Under each of the disciplines below, the phrase "**OR** the equivalent" refers to the possibility of hiring faculty who do not possess the exact degrees listed, under a local process developed and agreed upon by representatives of the governing board and the academic senate, as provided for in *Education Code* Section 87359 and Title 5 Section 53430.

Further, these lists only reflect the statewide minimums for persons to be considered qualified to teach in a discipline. Each district may establish additional qualifications which are more rigorous than those listed herein.

Discipline	**Areas also included in the discipline**
Accounting:	Master's in accountancy or business administration with accounting concentration **OR** Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis **AND** Master's in business, business administration, business education, taxation, or finance **OR**

Discipline	Areas also included in the discipline
	The equivalent (*NOTE: A Bachelor's degree with a CPA license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.*)
Agriculture:	Master's in agriculture, agriculture sciences or education with a specialization in agriculture **OR** Bachelor's in any of the above **AND** Master's in agriculture business, natural resources, animal science, plant science, soil science, forestry, homology, agricultural engineering, environmental horticulture, agronomy, or enology **OR** The equivalent
Anthropology:	Master's in anthropology or archaeology **OR** Bachelor's in either of the above **AND** Master's in sociology, biological sciences, forensic sciences, genetics or paleontology **OR** The equivalent
Art:	Master's in fine arts, art, or art history **OR** Bachelor's in any of the above **AND** Master's in humanities **OR** The equivalent (*NOTE: "Master's in fine arts" as used here refers to any master's degree in the subject matter of fine arts, which is defined to include visual studio arts such as drawing, painting, sculpture, printmaking, ceramics, textiles, and metal and jewelry art; and also art education and art therapy. It does not refer to the "Master of Fine Arts" (MFA) degree when that degree is based on specialization in performing arts or dance, film, video, photography, creative writing, or other non-plastic arts.*)
Astronomy:	See Physics/Astronomy
Biological Sciences:	Master's in any biological science **OR** Bachelor's in any biological science **AND** Master's in biochemistry, biophysics, or marine science **OR** The equivalent

Discipline	Areas also included in the discipline
Business:	Master's in business, business management, business administration, accountancy, finance, marketing, or business education **OR** Bachelor's in any of the above **AND** Master's in economics, personnel management, public administration, or JD or LL.B. degree **OR** Bachelor's in economics with a business emphasis **AND** Master's in personnel management, public administration, or JD or LL.B. degree **OR** The equivalent
Business Education:	Master's in business, business administration, or business education **OR** Bachelor's in any of the above **AND** Master's in vocational education **OR** The equivalent
Chemistry:	Master's in chemistry **OR** **OR** Bachelor's in chemistry **AND** Master's in biochemistry, chemical engineering, chemical physics, physics, molecular biology, or geochemistry The equivalent
Child Development/ EarlyChildhood Education:	Master's in child development, early childhood education, human development, home economics/family and consumer studies with a specialization in child development/early childhood education, educational psychology with a specialization in child development/early childhood education **OR** Bachelor's in any of the above **AND** Masters in social work, educational supervision, elementary education, special education, psychology, bilingual/bicultural education, life management/home economics, family life studies, or family and consumer studies **OR** The equivalent
Computer Science:	Master's in computer science or computer engineering **OR** Bachelor's in either of the above **AND** Master's in mathematics, cybernetics, business administration, accounting, or engineering **OR**

Discipline	Areas also included in the discipline
	Bachelor's in engineering **AND** Master's in cybernetics, engineering, mathematics, or business administration **OR** Bachelor's in mathematics **AND** Master's in cybernetics, engineering, mathematics, or business administration **OR** Bachelor's degree in any of the above AND a Master's degree in information science, computer information systems, or information systems **OR** The equivalent (*NOTE: Courses in the use of computer programs for application to a particular discipline may be classified, for minimum qualifications purposes, under the discipline of the application.*)
Counseling:	Master's in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development. **OR** The equivalent (*NOTE: A license as a Marriage, Family, and Child Counselor is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.*)
Dance:	Master's in dance, physical education with a dance emphasis, or theater with dance emphasis, **OR** Bachelor's in any of the above **AND** Master's in physical education, any life science, physiology, theater arts, kinesiology, humanities, performing arts, or music **OR** The equivalent
Dietetics:	See Nutritional Science/Dietetics
Drama/Theater Arts:	Master's in drama/theater arts/performance **OR** Bachelor's in drama/theater arts/performance **AND** Master's in comparative literature, English, speech, literature, or humanities **OR** The equivalent
Earth Science:	Master's in geology, geophysics, earth sciences, meteorology, oceanography, or paleontology **OR** Bachelor's in geology **AND** Master's in geography, physics, or geochemistry **OR**

Discipline	Areas also included in the discipline
	The equivalent
Ecology:	Master's in ecology or environmental studies **OR** The equivalent **OR** See Interdisciplinary Studies
Economics:	Master's in economics **OR** Bachelor's in economics **AND** Master's in business, business administration, business management, business education, finance, or political science **OR** The equivalent
Education:	Master's in education **OR** The equivalent
Engineering:	Master's in any field of engineering **OR** Bachelor's in any of the above **AND** Master's in mathematics, physics, computer science, chemistry, or geology **OR** The equivalent *(NOTE: A Bachelor's in any field of engineering with a professional engineer's license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.)*
Engineering Technology:	Master's in any field of engineering technology or engineering **OR** Bachelor's degree in either of the above **AND** Master's degree in physics, mathematics, computer science, biological science, or chemistry **OR** The equivalent
English:	Master's in English, literature, comparative literature, or composition **OR** Bachelor's in any of the above **AND** Master's in linguistics, TESL, speech, education with a specialization in reading, creative writing, or journalism **OR** The equivalent
ESL:	Master's in TESL, TESOL, applied linguistics with a TESL emphasis, linguistics with a TESL emphasis, English with a TESL emphasis, or education with a TESL emphasis **OR**

Discipline	Areas also included in the discipline
	Bachelor's in TESL, TESOL, English with a TESL certificate, linguistics with a TESL certificate, applied linguistics with a TESL certificate, or any foreign language with a TESL certificate **AND** Master's in linguistics, applied linguistics, English, composition, bilingual/bicultural studies, reading, speech, or any foreign language **OR** The equivalent
Ethnic Studies:	Master's in the ethnic studies field **OR** The equivalent **OR** See Interdisciplinary Studies
Family and Consumer Studies/Home Economics:	Master's in family and consumer studies, life management/ home economics, or home economics education **OR** Bachelor's in any of the above **AND** Master's in child development, early childhood education, human development, gerontology, fashion, clothing and textiles, housing/interior design, foods/nutrition, or dietetics and food administration **OR** The equivalent
Film Studies:	Master's degree in film, drama/theater arts, or mass communication OR Bachelor's degree in any of the above AND Master's degree in media studies, English, or communication OR The equivalent.
Foreign Languages:	Master's in the language being taught **OR** Bachelor's in the language being taught **AND** Master's in another language or linguistics **OR** The equivalent
Geography:	Master's in geography **OR** Bachelor's in geography **AND** Master's in geology, history, meteorology, or oceanography **OR** The equivalent **OR** See Interdisciplinary Studies
Gerontology:	Master's in gerontology **OR** The equivalent **OR** See Interdisciplinary Studies

Discipline	Areas also included in the discipline
Health:	Master's in health science, health education, biology, nursing, physical education, dietetics, or nutrition **OR** Bachelor's in any of the above **AND** Master's in public health, or any biological science **OR** The equivalent
Health Services Director/Health Services Coordinator/College Nurse:	(Minimum Qualifications for these faculty members are specified in Title 5 Section 53411.)
History:	Master's in history **OR** Bachelor's in history **AND** Master's in political science, humanities, geography, area studies, women's studies, social science, or ethnic studies **OR** The equivalent
Humanities:	Master's in humanities **OR** The equivalent **OR** See Interdisciplinary Studies
Instructional Design/ Technology:	Master's in instructional design/technology **OR** The equivalent
Interdisciplinary Studies:	Master's in the interdisciplinary area **OR** Master's in one of the disciplines included in the interdisciplinary area and upper division or graduate course work in at least one other constituent discipline
Journalism:	Master's in journalism or communication with a specialization in journalism **OR** Bachelor's in either of the above **AND** Master's in English history, communication, literature , composition, comparative literature, any social science, business, business administration, marketing, graphics, or photography **OR** The equivalent
Law:	JD or LL.B. (*NOTE: Courses in aspects of law for application to a particular discipline may be classified, for minimum qualifications purposes, in the discipline of the application.*)

Discipline	Areas also included in the discipline
Learning Assistance Instructors:	(Minimum Qualifications for these faculty members are specified in Title 5 Section 53415.)
Library Science:	Master's in library science, library and information science, **OR** The equivalent
Linguistics:	Master's in linguistics or applied linguistics **OR** Bachelor's in linguistics **AND** Master's in TESOL, anthropology, psychology, sociology, English, or any foreign language **OR** The equivalent
Management:	Master's in business administration, business management, business education, marketing, public administration, or finance **OR** Bachelor's in any of the above **AND** Master's in economics, accountancy, taxation, or law **OR** The equivalent
Marketing:	Master's in business administration, business management, business education, marketing, advertising, or finance **OR** Bachelor's in any of the above **AND** Master's in economics, accountancy, taxation, or law **OR** The equivalent
Mass Communication:	Master's in radio, television, film, mass communication, or communication, journalism **OR** Bachelor's in any of the above **AND** Master's in drama/theater arts, communication, speech communication, business, telecommunications, or English **OR** The equivalent
Mathematics	Master's in mathematics or applied mathematics **OR** Bachelor's in either of the above **AND** Master's in statistics, physics, or mathematics education **OR** The equivalent
Music	Master's in music **OR**

Discipline	Areas also included in the discipline
	Bachelor's in music **AND** Master's in humanities **OR** The equivalent
Nursing:	Master's in nursing **OR** Bachelor's in nursing **AND** Master's in health education or health science **OR** The equivalent **OR** The minimum qualifications as set by the Board of Registered Nursing, whichever is higher
Nutritional Science/Dietetics:	Master's in nutrition, dietetics, or dietetics and food administration **OR** Bachelor's in any of the above **AND** Master's in chemistry, public health, or family and consumer studies/home economics **OR** The equivalent (*NOTE: A Bachelor's in nutrition, dietetics, or dietetics and food administration, and certification as a registered dietitian, is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.*)
Philosophy:	Master's in philosophy **OR** Bachelor's in philosophy **AND** Master's in humanities or religious studies, **OR** The equivalent
Photography:	Master's in photography, fine arts, or art **OR** Bachelor's in any of the above **AND** Master's in art history or humanities **OR** The equivalent
Physical Education:	Master's in physical education, ~~or~~ education with an emphasis in physical education, kinesiology, physiology of exercise, or adaptive physical education **OR** Bachelor's in any of the above **AND** Master's in any life science, dance, physiology, health education, recreation administration, or physical therapy **OR** The equivalent
Physical Sciences:	See Interdisciplinary Studies

Discipline	Areas also included in the discipline
Physics/Astronomy:	Master's in physics, astronomy, or astrophysics **OR** Bachelor's in physics or astronomy **AND** Master's in engineering, mathematics, meteorology, or geophysics **OR** The equivalent
Political Science:	Master's in political science, government, public administration, or international relations **OR** Bachelor's in any of the above **AND** Master's in economics, history, social science, sociology, any ethnic studies, JD, or LL.B. **OR** The equivalent
Psychology:	Master's in psychology **OR** Bachelor's in psychology **AND** Master's in counseling, sociology, statistics, neuroscience, or psychiatric social work **OR** The equivalent
Reading:	Master's in education with a specialization in reading or teaching reading **OR** Bachelor's in any academic discipline **AND** twelve semester units of course work in teaching reading **AND** Master's in English, literature, linguistics, applied linguistics, composition, comparative literature, TESL, or psychology **OR** The equivalent
Recreation Administration:	Master's in recreation administration or physical education **OR** Bachelor's in either of the above **AND** Master's in dance, gerontology, or public administration, **OR** The equivalent
Religious Studies:	Master's in religious studies, theology, or philosophy **OR** Bachelor's in any of the above **AND** Master's in humanities **OR** The equivalent
Social Science:	Master's in social science **OR** See Interdisciplinary Studies
Sociology:	Master's in sociology **OR**

Discipline	Areas also included in the discipline
	Bachelor's in sociology **AND** Master's in anthropology, any ethnic studies, social work, or psychology **OR** The equivalent
Special Education:	(Minimum Qualifications for these faculty members are specified in Title 5 Section 53414.)
Speech:	Master's in speech, speech broadcasting, telecommunications, rhetoric, communication, speech communication, or organizational communication **OR** Bachelor's in any of the above **AND** Master's in drama/theater arts, mass communication, or English **OR** The equivalent
Theater Arts:	See Drama/Theater Arts
Women's Studies:	Master's in women's studies **OR** The equivalent **OR** See Interdisciplinary Studies

Disciplines in Which a Master's Degree is Not Generally Expected or Available

The minimum qualifications for disciplines on this list are any bachelor's degree and two years of experience, or any associate degree and six years of experience. Please see other notes at the beginning of "Disciplines Requiring the Master's Degree."

The list of "areas also included in the discipline" is not exhaustive. Only those areas are included for which it might not be clear otherwise whether they were intended to be included.

Discipline	Areas also included in the discipline
Addiction Paraprofessional Training:	
Administration of Justice:	Police science, corrections, law enforcement
Aeronautics:	Airframe and powerplant, aircraft mechanics, aeronautical engineering technician, avionics
Agricultural Business and Related Services:	Inspection, pest control, food processing/meat cutting
Agricultural Engineering:	Equipment and machinery, farm mechanics
Agricultural Production:	Animal science, plant science, beekeeping, aquaculture
Air Conditioning, Refrigeration, Heating:	Solar energy technician
Animal Health Technology:	
Animal Training and Management:	Exotic animal training
Appliance Repair:	Vending machines
Archaeological Technology:	

Discipline	Areas also included in the discipline
Architecture:	
Athletic Training:	(*Note: This discipline listing applies only to instructors teaching apportionment generating courses in the subject of athletic training. Non-apportionment-generating athletic training activity is not subject to minimum qualifications.*)
Auto Body Technology:	Antique and classic auto restoration
Auto Mechanics:	
Aviation:	Flight, navigation, ground school, air traffic control
Banking and Finance:	
Barbering:	
Bicycle Repair:	
Bookbinding:	
Broadcasting Technology:	Film making/video, media production, radio/TV
Building Codes and Regulations:	Inspecting of construction, building codes, contractor training
Building Maintenance:	
Business Machine Technology:	
Cabinet Making:	
Cardiovascular Technology:	
Carpentry:	
Coaching:	
Commercial Art:	Sign making, lettering, packaging, rendering

Discipline	Areas also included in the discipline
Commercial Music:	
Ceramic Technology:	
Computer Information Systems:	Computer network installation, microcomputer technology, computer applications
Computer Service Technology:	
Construction Management:	
Construction Technology:	
Cosmetology:	
Court Interpreting:	
Court Reporting:	
Culinary Arts/ Food Technology:	Food service, meat cutting, baking, waiter/waitressing, bar tending
Dental Technology:	Dental assisting, dental hygiene
Diagnostic Medical Technology:	Diagnostic medical sonography, neurodiagnostic technology, polysonographic technology
Diesel Mechanics:	
Dietetic Technician:	
Drafting:	
Electricity:	Electrical power distribution
Electromechanical Technology:	Industrial mechanical technology
Electronics:	
Electronic Technology:	Radio, television, computer repair, avionics

Discipline	Areas also included in the discipline
Electromicroscopy:	
Electroplating:	
Emergency Medical Technologies:	
Engineering Support:	Surveying, engineering aides
Environmental Technologies:	Environmental hazardous material technology, hazardous material abatement, environmentally conscious manufacturing, waste water pretreatment, air pollution control technology, integrated waste management, water treatment, sewage treatment
Equine Science:	Equine training, equitation, ferrier science, pack horse management
Estimating:	
Fabric Care:	Laundry and dry cleaning
Fashion and Related Technologies:	Merchandising, design, production
Fire Technology:	
Flight Attendant Training:	
Fluid Mechanics Technology:	
Folk Dance:	
Forestry/Natural Resources:	Range management; soil, air and water resources; fish/wildlife management; parks and recreation
Furniture Making:	
Graphic Arts:	Desktop publishing

Discipline	Areas also included in the discipline
Gunsmithing:	
Health Care Ancillaries:	Medical assisting, hospice worker, home care aide, certified nurse aide, health aide, ward clerk, central service technology, childbirth educator, primary care associate, massage therapy
Health Information Technology:	Medical record technology
Heavy Duty Equipment Mechanics:	
Hotel and Motel Services:	
Industrial Design:	
Industrial Maintenance:	
Industrial Relations:	
Industrial Safety:	
Industrial Technology:	Foundry occupations
Interior Design:	
Insurance:	
Janitorial Services:	
Jewelry:	
Labor Relations:	
Legal Assisting:	Paralegal
Library Technology:	
Licensed Vocational Nursing:	
Locksmithing:	

Discipline	Areas also included in the discipline
Machine Tool Technology:	Tool and die making
Manufacturing Technology:	Quality control, process control
Marine Diving Technology:	
Marine Engine Technology:	
Masonry:	Concrete, cement work, bricklaying
Materials Testing Technology:	Destructive testing or nondestructive examination
Media Production:	Also see Broadcasting Technology
Medical Instrument Repair:	
Mining and Metallurgy:	Oil field operations
Mortuary Science:	
Motorcycle Repair:	
Multimedia:	
Music Management:	
Music Merchandising:	
Musical Instrument Repair:	
Nursing Science/ Clinical Practice:	
Occupational Therapy Assisting:	
Office Technologies:	Secretarial skills, office systems, word processing, computer applications, automated office training

Discipline	Areas also included in the discipline
Ornamental Horticulture:	Landscape horticulture, design, maintenance, landscape architecture, floristry, floral design
Pharmacy Technology:	
Photographic Technology/ Commercial Photography:	
Physical Therapy Assisting:	
Piano Tuning and Repair:	
Plastics:	
Plumbing:	
Printing Technology:	Typography, composition, printing
Private Security:	Security management, safety/accident control, hazardous substance management, crime prevention
Prosthetics and Orthotics:	
Psychiatric Technician:	
Public Relations:	
Radiological Technology:	
Radiation Therapy:	
Real Estate:	
Rehabilitation Technician:	
Respiratory Technician:	
Respiratory Technologies:	
Restaurant Management:	

Discipline	Areas also included in the discipline
Retailing:	Purchasing, merchandising, sales
Robotics:	Computer integrated manufacturing
Sanitation and Public Health Technology:	
Search and Rescue:	
Sheet Metal:	
Ship and Boat Building and Repair:	
Shoe Reuilding:	
Sign Language:	
Small Business Development:	Entrepreneurship
Small Engine Mechanics:	
Stagecraft:	
Steamfitting:	
Surgical Technology:	
Telecommunication Technology:	
Transportation:	
Travel Services:	Dispatching
Upholstering:	
Vision Care Technology:	
Watch and Clock Repair:	

Discipline	Areas also included in the discipline
Welding:	

EDUCATION CODE SECTIONS ON MINIMUM QUALIFICATIONS

Chapter 2.5 Qualifications for Community College Personnel

CHAPTER 2.5. QUALIFICATIONS FOR COMMUNITY COLLEGE PERSONNEL

Article		Section
1.	General Provisions	87350
2.	Minimum Qualifications and Hiring Criteria	87355
3.	Hiring Criteria	87360

ARTICLE 1. GENERAL PROVISIONS

Section
87350. Plan for new mechanism of faculty qualifications; inclusions.
87351. Minimum qualifications for service; operative date.

§ 87350. Plan for new mechanism of faculty qualifications; inclusions

The plan for a new mechanism of faculty qualifications being developed by the Chancellor of the California Community Colleges pursuant to Chapter 1465 of the Statutes of 1986 shall include all of the following:

(a) A transition provision which would grandfather existing bargaining unit definitions.

(b) Consideration of projected California demographics.

(c) Consideration of affirmative action policies and programs. *(Added by Stats.1988, c. 973, § 28.)*

§ 87351. Minimum qualifications for service; operative date

The minimum qualifications for service prescribed by this chapter shall become operative on July 1, 1990. *(Added by Stats.1990, c. 1302 (S.B.2298), § 31, eff. Sept. 25, 1990.)*

ARTICLE 2. MINIMUM QUALIFICATIONS AND HIRING CRITERIA

Section
87355. Persons authorized to serve under credential; possession of minimum qualifications; regulations.
87356. Faculty members and specified employees; regulation adoption; state-mandated local program.
87357. Minimum qualifications; establishment and maintenance; "discipline"; definition and recommendations.
87358. Review of districts' application of minimum qualifications.
87359. Employment of faculty and administrators not meeting applicable minimum qualifications; process.
87359.5. Review of job relevance requirements; time.

§ 87355. Persons authorized to serve under credential; possession of minimum qualifications; regulations

Notwithstanding Section 87356, every person authorized to serve as a community college instructor, librarian, counselor, student personnel worker, supervisor, administrator, or chief administrative officer under a credential shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed to possess the minimum qualifications specified for every discipline or service covered by the credential until the expiration of that credential. The board of governors shall adopt regulations as necessary to implement this requirement. *(Added by Stats.1989, c. 1340, § 7, eff. Oct. 2, 1989.)*

§ 87356. Faculty members and specified employees; regulation adoption; state-mandated local program

(a) The board of governors shall adopt regulations to establish and maintain the minimum qualifications for service as a faculty member teaching credit instruction, a faculty member teaching noncredit instruction, a librarian, a counselor, an educational administrator, an extended opportunity programs and services worker, a disabled students programs and services worker, an apprenticeship instructor, and a supervisor of health.

(b) The Legislature finds and declares that this section does not create a state-mandated local program because compensation of faculty will continue to be determined through the collective bargaining process or meet and confer sessions. *(Added by Stats.1993, c. 506 (S.B.343), § 2.)*

§ 87357. Minimum qualifications; establishment and maintenance; "discipline"; definition and recommendations

(a) In establishing and maintaining minimum qualifications pursuant to Section 87356, the board of governors shall do all of the following:

(1) With regard to minimum qualifications for faculty, the board of governors shall consult with, and rely primarily on the advice and judgment of, the statewide Academic Senate. With regard to minimum qualifications for educational administrators, the board of governors shall consult with, and rely primarily on the advice and judgment of, an appropriate statewide organization of administrators. With regard to minimum qualifications for apprenticeship instructors, the board of governors shall consult with, and rely primarily on the advice and judgment of, appropriate apprenticeship teaching faculty and labor organization representatives. In each case, the board of governors shall provide a reasonable opportunity for comment by other statewide representative groups.

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(2) The board of governors shall establish a process to review at least every three years the continued appropriateness of the minimum qualifications, and the adequacy of the means by which they are administered. The process shall provide for the appointment of a representative group of community college faculty, administrators, students, and trustees to conduct or otherwise assist in the review, including particularly, representatives of academic senates, collective bargaining organizations, and statewide faculty associations. In addition, the group shall be broadly representative of academic and vocational programs in the curriculum from both urban and rural districts, and representative of ethnic minority communities.

(b) The board of governors, relying primarily upon the advice and judgment of the statewide Academic Senate, shall prescribe by regulation a working definition of the term "discipline" and shall prepare and maintain a list of disciplines that are "reasonably related" to one another, as that phrase is used in the minimum qualifications. The initial list shall be distributed to the community college districts by July 1, 1989, for their use in applying the minimum qualifications for hire.

In formulating advice and recommendations to the board of governors regarding the definition of the term "discipline," the statewide Academic Senate shall consult with appropriate statewide organizations representing administrators and faculty collective bargaining agents. The statewide Academic Senate shall incorporate the advice of those groups into its recommendations to the board of governors, particularly as it relates to the practical ramifications of any proposed definition of the term "discipline" on issues of reassignment, transfer, and reduction in force.

The board of governors, relying primarily upon the advice and judgment of the statewide Academic Senate, shall prepare and maintain a list of disciplines in which the master's degree is not generally expected or available. The initial list shall be distributed to the community college districts by July 1, 1989, for their use in applying the minimum qualifications for service. *(Added by Stats.1988, c. 973, § 28. Amended by Stats.1990, c. 1302 (S.B.2298), § 33, eff. Sept. 25, 1990.)*

§ 87358. Review of districts' application of minimum qualifications

The board of governors shall periodically designate a team of community college faculty, administrators, and trustees to review each community college district's application of minimum qualifications to faculty and administrators. *(Added by Stats.1988, c. 973, § 28.)*

§ 87359. Employment of faculty and administrators not meeting applicable minimum qualifications; process

The board of governors shall adopt regulations setting forth a process authorizing local governing boards to employ faculty members and educational administrators who do not meet the applicable minimum qualifications specified in the regulations adopted by the board of governors pursuant to Section 87356. Unless and until amended pursuant to the process described in Section 87357, the regulations shall require all of the following:

(a) No one may be hired to serve as a community college faculty member or educational administrator under the authority granted by the regulations unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in regulations of the board of governors adopted pursuant to Section 87356. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.

(b) The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty members, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty member employed under the authority granted by the regulations possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in regulations adopted by the board of governors. The process shall further require that the governing board provide the academic senate with an opportunity to present its views to the governing board before the board makes a determination, and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Section 87358.

(c) Until a joint agreement is reached and approved pursuant to subdivision (b), the district process in existence on January 1, 1989, shall remain in effect. *(Added by Stats.1988, c. 973, § 28. Amended by Stats.1993, c. 506 (S.B.343), § 3.)*

§ 87359.5. Review of job relevance requirements; time

By May 1, 1989, the board of governors shall have reviewed or contracted for review of, the job relevance of the requirements of Sections 87408, 87408.5, 87408.6, and any other physical fitness tests or examinations, and other conditions of employment, applicable to community college personnel. *(Added by Stats.1988, c. 973, § 28.)*

ARTICLE 3. HIRING CRITERIA

Section

87360. Development of criteria; inclusions; agreement; process in effect prior to agreement; times.

§ 87360. Development of criteria; inclusions; agreement; process in effect prior to agreement; times

(a) In establishing hiring criteria for faculty and administrators, district governing boards shall, no later than July 1, 1990, develop criteria that include a sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students.

(b) No later than July 1, 1990, hiring criteria, policies, and procedures for new faculty members shall be developed and agreed upon jointly by representatives of the governing board, and the academic senate, and approved by the governing board.

(c) Until a joint agreement is reached and approved pursuant to subdivision (b), the existing district process in existence on January 1, 1989, shall remain in effect. *(Added by Stats.1988, c. 973, § 28.)*

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TITLE 5 REGULATIONS ON MINIMUM QUALIFICATIONS

Subchapter 4. Minimum Qualifications

Article 1. Scope and Definitions

§ 53400. Scope.

This Subchapter implements and should be read in conjunction with the requirements of Education Code Sections 87001, 87002, 87003, 87356 and 87359 concerning minimum qualifications for community college faculty and administrators. The provisions of this subchapter are effective July 1, 1990.

NOTE: Authority cited: Sections 66700, 70901, 87001, 87356 and 87359, Education Code. Reference: Sections 87001, 87002, 87003, 87356 and 87359, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment filed 5-15-93; operative 6-4-93 (Register 93, No. 23).
4. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§ 53401. Applicability to Community Services and Contract Classes.

Community service or contract classes which do not award college credit and are not supported by state apportionment are not subject to the provisions of this Subchapter. Contract classes which award college credit are subject to this Subchapter, even if they are not supported by state apportionment.

NOTE: Authority cited: Sections 70901(b)(1)(B) and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 78020 through 78023 and 78300, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§ 53402. Definitions.

(a) "Administrator" means any person employed by the governing board of a district in a supervisory or management position as defined in Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code.

(b) "Educational administrator" means an administrator who is employed in an academic position designated by the governing board of the district as having direct responsibility for supervising the operation of or formulating policy regarding the instructional or student services program of the college or district. Educational administrators include, but are not limited to, chancellors, presidents, and other supervisory or management employees designated by the governing board as educational administrators.

(c) "Faculty" or "faculty member" means those employees of a district who are employed in academic positions that are not designated as supervisory or management for the purposes of Article 5 (commencing with Section 3540) of Chapter 10.7 of Division 4 of Title 1 of the Government Code and for which minimum qualifications for service are specified in Section 53410-53414 or other provisions of this division. Faculty include, but are not limited to, instructors, librarians, counselors, community college health service professionals, disabled student programs and services professionals, extended opportunity programs and services professionals, and individuals employed to perform a service that, before July 1, 1990, required nonsupervisorial, nonmanagement community college certification qualifications.

NOTE: Authority cited: Sections 66700, 70901 and 87001, Education Code. Reference: Sections 87001, 87002 and 87003, Education Code.

HISTORY

1. New section filed 6-5-90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).

§ 53403. Applicability of Amendments.

Notwithstanding changes that may be made to the minimum qualifications established in this division, or to the implementing discipline lists adopted by the Board of Governors, the governing board of a community college district may continue to employ a person to teach in a discipline or render a service subject to minimum qualifications, if he or she, at the time of initial hire by the district, was qualified to teach in that discipline or render that service under the minimum qualifications or disciplines lists then in effect.

Every person authorized to serve under a credential shall retain the right to serve under the terms of that credential, and, for that purpose, shall be deemed to possess the minimum qualifications specified for every discipline or service covered by the credential until the expiration of that credential. However, a credential shall be invalid when the holder has been convicted of any crime that, under former law, would have been mandatory grounds for revocation, or when the Chancellor's Office has determined that the credential was obtained by fraud.

NOTE: Authority cited: Sections 70901, 87355 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87355 and 87356, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
2. New second paragraph and amendment of NOTE filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53404. Definition of Experience.

Where years of professional or occupational experience are referred to in this Subchapter, the requirement is for the stated number of years of full-time experience or the equivalent in part-time experience. Unpaid experience may be counted if it entailed responsibilities substantially similar to those of relevant paid positions in the field. Applicants bear the responsibility for verifying all experience by documentation satisfactory to the districts.

As used in this Subchapter, "professional experience" includes teaching experience. "Occupational experience" does not include teaching experience.

As used in this Section, "year" means that period of time which in that occupation is accepted by contract or general agreement as a regular work year for that occupation on a full-time basis.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
2. Amendment of section and NOTE filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
3. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§ 53405. Certificated Employees.

Whenever in this Division, reference is made to "certificated employees" or to employees in "positions with certification qualifications," where such references are to certificates or credentials issued by the Board of Governors, these references are deemed to also apply to persons employed by districts pursuant to minimum qualifications established pursuant to Subchapter 4 of this Division.

NOTE: Authority cited: Sections 66700 and 70901, Education Code. Reference: Section 70901, Education Code.

HISTORY

1. New section filed 5-15-93; operative 6-4-93 (Register 93, No. 23).

§ 53406. Requirement for Accredited Degrees and Units; Definition of Accredited Institution.

All degrees and units used to satisfy minimum qualifications shall be from accredited institutions, unless otherwise specified in this Article.

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For purposes of this Subchapter, "accredited institution" shall mean a postsecondary institution accredited by an accreditation agency recognized by either the U.S. Department of Education or the Council on Postsecondary Accreditation. It shall not mean an institution "approved" by the California Department of Education or by the California Council for Private Postsecondary and Vocational Education.

Determination of equivalency of foreign degrees shall be according to district rule.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10–5–93; operative 11–4–93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
2. Amendment filed 9–6–94; operative 10–6–94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

§ 53407. Disciplines Lists.

The Board of Governors hereby adopts and incorporates by reference into this provision the two lists published by the Chancellor's Office, entitled "Disciplines Requiring the Master's Degree" and "Disciplines in which the Master's Degree is not Generally Expected or Available," as revised September 1993, for the following purposes:

(1) to establish a working definition of the term "discipline" as used in Section 53410;

(2) to define which disciplines are "reasonably related" to one another, for purposes of Section 53410;

(3) to define disciplines in which the master's degree is not generally expected or available, as opposed to those for which the master's degree is required, for purposes of Section 53410.

NOTE: Authority cited: Sections 70901, 87356 and 87357, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

HISTORY

1. New section filed 10–5–93; operative 11–4–93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

Article 2. Qualifications and Equivalencies

§ 53410. Minimum Qualifications for Instructors of Credit Courses, Counselors, and Librarians.

The minimum qualifications for service as a community college faculty member teaching any credit course, or as a counselor or librarian, shall be satisfied by meeting any one of the following requirements:

(a) Possession of a master's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

(b) Possession of a master's degree, or equivalent foreign degree, in a discipline reasonably related to the faculty member's assignment and possession of a bachelor's degree, or equivalent foreign degree, in the discipline of the faculty member's assignment.

(c) For faculty assigned to teach courses in disciplines where the master's degree is not generally expected or available, which are, generally, disciplines in specialized technical, trade, or industrial fields, either of the following:

(1) Possession of a bachelor's degree, or equivalent foreign degree, plus two years of professional experience directly related to the faculty member's assignment; or

(2) Possession of an associate degree, or equivalent foreign degree, plus six years of professional experience directly related to the faculty member's assignment.

NOTE: Authority cited: Sections 66700, 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87003, and 87356, Education Code.

HISTORY

1. New section filed 6–5–90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7–5–90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of first paragraph and subsections (a) and (b) filed 10–25–91; operative 11–24–91 (Register 92, No. 9).
3. Amendment filed 10–5–93; operative 11–4–93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
4. Amendment of NOTE filed 11–10–93; operative 10–8–93 (Register 93, No. 46).
5. Editorial correction of subsection (c)(2) (Register 96, No. 40).

§ 53410.1. Professional License As Alternative Qualification.

For disciplines specified in this section, a bachelor's degree in the discipline of the assignment plus a professional license or certification may be substituted for the minimum qualifications specified in Section 53410. The license or certification so substituted must be valid in California. The following professional licenses and certificates are acceptable:

Discipline	*License or Certificate*
Accounting	Certified Public Accountant
Counseling	Marriage, Family, and Child Counselor
Engineering	Professional Engineer
Nutritional Science/Dietetics	Registered Dietitian

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10–5–93; operative 11–4–93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53411. Minimum Qualifications for Health Services Professionals.

(a) The minimum qualifications for a health services professional with overall responsibility for developing and directing student health services shall be a valid, current California license as a registered nurse, and either of the following:

(1) a master's degree in nursing and a California Public Health Nurse certificate; or

(2) a bachelor's degree in nursing, a California Public Health Nurse certificate, and a master's degree in health education, sociology, psychology, counseling, health care administration, public health, or community health.

(b) Other health services personnel shall not be subject to statewide minimum qualifications; however, all personnel shall possess appropriate valid, current licensure or certification to practice in California when required by law. Ancillary personnel shall work under appropriate supervision when required by their license laws.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87003 and 87356, Education Code.

HISTORY

1. New section filed 10–5–93; operative 11–4–93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53412. Minimum Qualifications for Instructors of Noncredit Courses.

Except as provided elsewhere in this article, the minimum qualifications for service as a faculty member teaching a noncredit course shall be the same as the minimum qualifications for credit instruction in the appropriate discipline, or as follows:

(a) For an interdisciplinary noncredit basic skills course, a bachelor's in any social science, humanities, mathematics, or natural science discipline or in liberal studies, as appropriate for the course.

(b) For a noncredit basic skills course in mathematics, a bachelor's in mathematics.

(c) For a noncredit basic skills course in reading and/or writing, either: a bachelor's degree in English, literature, comparative literature, composition, linguistics, speech, creative writing, or journalism; or a bachelor's degree in any discipline and twelve semester units of coursework in teaching reading.

(d) For a noncredit course in citizenship, a bachelor's degree in any discipline, and six semester units in American history and institutions.

(e) For a noncredit course in English as a second language (ESL), any one of the following:

(1) A bachelor's degree in teaching English as a second language, or teaching English to speakers of other languages.

(2) A bachelor's degree in education, English, linguistics, applied linguistics, any foreign language, composition, bilingual/bicultural studies, reading, or speech; and a certificate in teaching English as a second lan-

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guage, which may be completed concurrently during the first year of employment as a noncredit instructor.

(3) A bachelor's degree with any of the majors specified in subparagraph (2) above; and one year of experience teaching ESL in an accredited institution; and a certificate in teaching English as a second language, which may be completed concurrently during the first two years of employment as a noncredit instructor.

(4) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in ESL.

(f) For a noncredit course in health and safety, a bachelor's degree in health science, health education, biology, nursing, dietetics, or nutrition; or an associate degree in any of those subjects, and four years of professional experience related to the subject of the course taught.

(g) For a noncredit course in home economics, a bachelor's degree in home economics, life management, family and consumer studies, dietetics, food management, interior design, or clothing and textiles; or an associated degree in any of those subjects, and four years of professional experience related to the subject of the course taught.

(h) For a noncredit course intended for older adults, either pattern (1) or pattern (2) following.

(1) A bachelor's degree with a major related to the subject of the course taught; and either (A) or (B) below:

(A) Thirty hours or two semester units of course work or class work in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This requirement may be completed concurrently during the first year of employment as a noncredit instructor.

(B) One year of professional experience working with older adults.

(2) An associate degree with a major related to the subject of the course taught; and two years of occupational experience related to the subject of the course taught; and sixty hours or four semester units of coursework or classwork in understanding the needs of the older adult, taken at an accredited institution of higher education or approved by the district. This last requirement may be completed concurrently during the first year of employment as a noncredit instructor.

(i) For a noncredit course in parent education, a bachelor's degree in child development, early childhood education, human development, family and consumer studies with a specialization in child development or early childhood education, educational psychology with a specialization in child development, elementary education, psychology, or family life studies; and two years of professional experience in early childhood programs or parenting education.

(j) For a short-term noncredit vocational course, any one of the following.

(1) A bachelor's degree; and two years of occupational experience related to the subject of the course taught.

(2) An associate degree; and six years of occupational experience related to the subject of the course taught.

(3) Possession of a full-time, clear California Designated Subjects Adult Education Teaching Credential authorizing instruction in the subject matter.

(4) For courses in an occupation for which the district offers or has offered apprenticeship instruction, the minimum qualifications for noncredit apprenticeship instructors in that occupation, as specified in Section 53413.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
2. Amendment filed 6-19-91; operative 7-19-91. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 91, No. 50).
3. Amendment of first paragraph and subsection (b) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
4. Repealer and new section filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
5. Editorial correction of printing error in subsection (a) and inadvertent omission of subsection (b)(1) (Register 92, No. 45).
6. Amendment of section and NOTE filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53413. Minimum Qualifications for Apprenticeship Instructors.

(a) Until July 1, 1995, the minimum qualifications for service as a community college faculty member teaching credit or noncredit apprenticeship courses shall be satisfied by meeting both of the following requirements:

(1) Six years of occupational experience in an apprenticeable trade, including at least two years at the journeyman level; and

(2) Sixty clock hours or four semester units of instruction in materials, methods, and evaluation of instruction. This requirement may be satisfied concurrently during the first year of employment as an apprenticeship instructor.

(b) On or after July 1, 1995, the minimum qualifications for service as a community college faculty member teaching credit apprenticeship courses shall be satisfied by meeting one of the following two requirements:

(1) Possession of an associate degree, plus four years of occupational experience in the subject matter area to be taught; or

(2) Six years of occupational experience, a journeyman's certificate in the subject matter area to be taught, and completion of at least eighteen (18) semester units of degree applicable college level course work, in addition to apprenticeship credits.

(c) On or after July 1, 1995, the minimum qualifications for service as a community college faculty member teaching noncredit apprenticeship courses shall be either of the following:

(1) The minimum qualifications for credit apprenticeship instruction as set forth in this section, or

(2) A high school diploma; and six years of occupational experience in the occupation to be taught, including at least two years at the journeyman level; and sixty clock hours or four semester units in materials, methods, and evaluation of instruction. This last requirement may be satisfied concurrently during the first year of employment as an apprenticeship instructor.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
2. Amendment of subsections (a), (b) and (b)(3) filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. New subsections (c)-(c)(2) filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
4. Amendment of section and NOTE filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53414. Minimum Qualifications for Disabled Students Programs and Services Employees.

(a) The minimum qualifications for service as a community college counselor of students with disabilities shall be satisfied by meeting one of the following requirements:

(1) Possession of a master's degree, or equivalent foreign degree, in rehabilitation counseling, or

(2) Possession of a master's degree, or equivalent foreign degree, in special education, and twenty four or more semester units in upper division or graduate level course work in counseling, guidance, student personnel, psychology, or social work; or

(3) A master's degree in counseling, guidance, student personnel, psychology, career development, or social welfare, and either twelve or more semester units in upper division or graduate level course work spe-

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cifically in counseling or rehabilitation of individuals with disabilities, or two years of full-time experience, or the equivalent, in one or more of the following:

(A) Counseling or guidance for students with disabilities; or

(B) Counseling and/or guidance in industry, government, public agencies, military or private social welfare organizations in which the responsibilities of the position were predominantly or exclusively for persons with disabilities.

(b) The minimum requirements for service as a community college faculty member teaching a credit course in adapted physical education shall be the minimum qualifications for an instructor of credit physical education, and fifteen semester units of upper division or graduate study in adapted physical education.

(c) The minimum requirements for service to work with students with speech and language disabilities shall be satisfied by meeting the following requirements:

(1) Possession of a master's degree, or equivalent foreign degree, in speech pathology and audiology, or in communication disorders; and

(2) Licensure or eligibility for licensure as a speech pathologist or audiologist by the Medical Board of California.

(d) Except as provided in Subsections (a) through (c) above, the minimum requirements for service as a community college faculty member to provide credit specialized instruction for students with disabilities shall be satisfied by meeting the following requirements:

(1) Possession of a master's degree, or equivalent foreign degree, in the category of disability, special education, education, psychology, educational psychology, or rehabilitation counseling; and

(2) Fifteen semester units of upper division or graduate study in the area of disability, to include, but not be limited to:

(A) Learning disabilities;

(B) Developmental disabilities;

(C) Deaf and hearing impaired;

(D) Physical disabilities; or

(E) Adapted computer technology.

(e) The minimum qualifications for service as a faculty member to provide noncredit specialized instruction for students with disabilities shall be any one of the following:

(1) The minimum qualifications for providing credit specialized instruction for students with disabilities as specified in this section.

(2) A bachelor's degree with any of the following majors: education of students with specific or multiple disabilities; special education; psychology; physical education with an emphasis in adaptive physical education; communicative disorders; rehabilitation; computer-based education; other computer-related majors which include course work on adapted or assistive computer technology for students with disabilities; other majors related to providing specialized instruction or services to persons with disabilities.

(3) An associate degree with one of the majors specified in subparagraph (2) above; and four years of experience providing specialized instruction or services to persons in the disability category or categories being served.

(4) For noncredit vocational courses, an associate degree or certificate of training, and four years of occupational experience related to the subject of the course taught; and two years of experience providing specialized instruction or services to persons in the disability category being served.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901(b)(1)(B) and 87356, Education Code.

HISTORY

1. New section filed 10-30-90 with Secretary of State by Board of Governors, California Community Colleges; operative 11-30-90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).
2. Amendment filed 10-25-91; operative 11-24-91 (Register 92, No. 9).
3. Amendment of subsections (a)(3), (b), (c)(2) and (d), and new subsections (e)-(e)(4) filed 6-26-92; operative 7-27-92 (Register 92, No. 26).
4. Amendment of section and NOTE filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53415. Minimum Qualifications for Learning Assistance or Learning Skills Coordinators or Instructors, and Tutoring Coordinators.

The minimum qualifications for service as a learning assistance or learning skills coordinator or instructor, or tutoring coordinator, shall be either (a) or (b) below:

(a) the minimum qualifications to teach any master's level discipline in which learning assistance or tutoring is provided at the college where the coordinator is employed; or

(b) a master's degree in education, educational psychology, or instructional psychology, or other master's degree with emphasis in adult learning theory.

Minimum qualifications do not apply to tutoring or learning assistance for which no apportionment is claimed.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53416. Minimum Qualifications for Work Experience Instructors or Coordinators.

The minimum qualifications for an instructor or coordinator of general or occupational work experience education, as defined in Section 55252, shall be the minimum qualifications in any discipline in which work experience may be provided at the college where the instructor or coordinator is employed.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53417. Licensed or Certificated Occupations.

In addition to other minimum qualifications specified in this article, the minimum qualifications for a faculty member teaching any credit or noncredit course shall include a current, valid certificate to work or a license to practice in California, whenever the instructor's possession of such a certificate or license is required for program or course approval, or when current occupational certification is essential for effective instruction, as determined through local hiring procedures.

NOTE: Authority cited: Sections 70901 and 87356, Education Code. Reference: Sections 70901 and 87356, Education Code.

HISTORY

1. New section filed 10-5-93; operative 11-4-93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53420. Minimum Qualifications for Educational Administrators.

The minimum qualifications for service as an educational administrator shall be both of the following:

(a) Possession of a master's degree; and

(b) One year of formal training, internship, or leadership experience reasonably related to the administrator's administrative assignment.

NOTE: Authority cited: Sections 66700, 70901 and 87356, Education Code. Reference: Sections 87002 and 87356, Education Code.

HISTORY

1. New section filed 6-5-80 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7-5-80. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of section heading and first paragraph filed 10-25-91; operative 11-24-91 (Register 92, No. 9).

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3. Amendment of section and NOTE filed 10–5–93; operative 11–4–93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).

§ 53430. Equivalencies.

(a) No one may be hired to serve as a community college faculty or educational administrator unless the governing board determines that he or she possesses qualifications that are at least equivalent to the minimum qualifications specified in this Article or elsewhere in this Division. The criteria used by the governing board in making the determination shall be reflected in the governing board's action employing the individual.

(b) The process, as well as criteria and standards by which the governing board reaches its determinations regarding faculty, shall be developed and agreed upon jointly by representatives of the governing board and the academic senate, and approved by the governing board. The agreed upon process shall include reasonable procedures to ensure that the governing board relies primarily upon the advice and judgment of the academic senate to determine that each individual faculty employed under the authority granted by this Section possesses qualifications that are at least equivalent to the applicable minimum qualifications specified in this Division.

(c) The process shall further require that the academic senate be provided with an opportunity to present its views to the governing board before the governing board makes a determination; and that the written record of the decision, including the views of the academic senate, shall be available for review pursuant to Education Code Section 87358.

(d) Until a joint agreement is reached and approved pursuant to Subdivision (b), the district shall be bound by the minimum qualifications set forth in this Subchapter.

NOTE: Authority cited: Sections 66700, 70901 and 87359, Education Code. Reference: Section 87359, Education Code.

HISTORY

1. New section filed 6–5–90 by the Board of Governors, California Community Colleges, with the Secretary of State; operative 7–5–90. Submitted to OAL for printing only pursuant to Education Code section 70901.5(b) (Register 90, No. 37).
2. Amendment of subsections (a) and (b) filed 10–25–91; operative 11–24–91 (Register 92, No. 9).
3. Amendment filed 10–5–93; operative 11–4–93. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 93, No. 42).
4. Amendment of subsections (a), (b) and (d) filed 9–6–94; operative 10–6–94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).

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TITLE 5 REGULATIONS ON FACULTY INTERNS

Subchapter 5. Faculty Internship Programs

§ 53500. General Authority.

The governing board of any community college district may establish a faculty internship program pursuant to the provisions of this Subchapter and Section 87487 of the Education Code. In accordance therewith, governing boards may employ, as faculty interns within the program, graduate students enrolled in the California State University, the University of California, or any other accredited institution of higher education subject to Chapter 3 (commencing with Section 94300) of Part 59 of the Education Code or in vocational and technical fields where a master's degree is not generally expected or available, persons who are within one year of meeting the regular faculty minimum qualifications. Persons who meet the regular faculty minimum qualifications but who lack teaching experience may also be included in internship programs authorized by this Section to the extent authorized by the local governing board. A student employed as a faculty intern shall be employed as a temporary faculty member under Section 87482.5 of the Education Code, and shall meet the minimum qualifications specified in Section 53502.

For purposes of this Subchapter, the term "faculty intern" does not include any person, no matter how designated, who only assists in a class taught by a regularly qualified faculty member, and who has no independent responsibility for instruction or supervision of students. Such a person may be termed an "intern," and may serve as a volunteer or receive a stipend according to policies established by the district.

NOTE: Authority cited: Sections 70901 and 87487, Education Code. Reference: Section 87487, Education Code.

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
2. Amendment filed 9-6-94; operative 10-6-94. Submitted to OAL for printing only pursuant to Education Code section 70901.5 (Register 94, No. 38).
3. Amendment of first paragraph filed 9-3-96; operative 10-3-96. Submitted to OAL for printing only (Register 96, No. 40).

§ 53501. Purposes.

The purposes of the faculty internship shall include, but not be limited to, the following:

(a) To enhance the recruitment of qualified persons pursuing the master's or doctoral degrees, or both, into faculty positions in community colleges in California, particularly for disciplines for which recruitment is difficult and for disciplines in which a shortage of qualified faculty is anticipated. In order to accomplish this purpose, the internship program shall serve to introduce graduate students, before they approach the end of their graduate studies, to the community college environment and student population.

(b) To enhance the recruitment of qualified persons pursuing an associate degree into faculty positions in community colleges in California, particularly for disciplines for which current industry experience is important and disciplines for which recruitment is difficult and in which a shortage of faculty is anticipated. In order to accomplish this purposes, the internship program shall serve to introduce industry practitioners to the community college environment and student populations while encouraging them to complete their associate degree.

(c) To enhance community college efforts toward building a diverse and representative faculty. In order to accomplish this purpose, the internship program shall place special emphasis on locating and attracting qualified graduate students who are members of underrepresented groups.

NOTE: Authority cited: Sections 70901, 87105 and 87487, Education Code. Reference: Sections 87101 and 87487, Education Code.

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
2. New subsection (b) and subsection relettering filed 9-3-96; operative 10-3-96. Submitted to OAL for printing only (Register 96, No. 40).

§ 53502. Minimum Qualifications.

A student employed as a faculty intern shall meet the following minimum qualifications:

(a) For those disciplines in which a master's degree is required, faculty interns shall be enrolled in a master's or doctoral program at the University of California, the California State University, or any other accredited institution of higher education subject to Chapter 3 (commencing with Section 94300) of Part 59 of the Education Code, and shall have completed at least one-half of the coursework, or the equivalent, in that graduate program.

(b) For those disciplines for which a master's degree is not expected or required, the faculty intern shall possess any license or certificate required to do that work and (1) be within one year of completing the associate degree and have six years industry experience in the discipline, or (2) have completed the associate degree and have completed five years of industry experience in that discipline.

(c) Faculty interns shall only be assigned to teach or to serve in a discipline in which they would be legally qualified to teach or render service upon completion of their graduate studies or associate degree and six years of industry experience in that discipline. A faculty intern shall be limited to two years of participation in the program.

(d) Each faculty intern shall serve under the direct supervision of a mentor who is legally qualified to teach the course or render the service that the faculty intern is providing. The district governing board shall ensure that faculty mentors provide substantial direct in-class supervision and evaluation of interns' teaching capabilities. The mentor shall have no other assigned duties during the time that the faculty intern is teaching or rendering service. The mentor is responsible for providing direct monitoring and systematic contact with the faculty intern.

NOTE: Authority cited: Sections 70901 and 87487, Education Code. Reference: Sections 70901 and 87487, Education Code.

HISTORY

1. New section filed 4-3-92; operative 5-4-92 (Register 92, No. 15).
2. Amendment filed 9-3-96; operative 10-3-96. Submitted to OAL for printing only (Register 96, No. 40).

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TITLE 5 REGULATIONS ON EOPS QUALIFICATIONS

Article 5. Staffing Standards

§ 56260. Staff.

EOPS shall be provided by certificated director, instructors and counselors and other support staff employed by the governing board of the community college district. All staff funded by EOPS who are not supervised by the EOPS Director shall be accountable to the EOPS Director for the services rendered to EOPS students pursuant to the approved EOPS program plan.

NOTE: Authority cited: Sections 69648, 69648.7 and 71020, Education Code. Reference: Sections 69640–69655, Education Code.

HISTORY

1. New section filed 9–24–87, operative 10–24–87 (Register 87, No. 40).

§ 56262. Director Qualifications.

(a) The EOPS Director must meet the minimum qualifications for a student services administrator as specified in section 53420 of this part, or must possess a Community College Supervisor Credential.

(b) In addition, an EOPS Director hired after October 24, 1987, must have, within the last four years, two years of experience or the equivalent:

(1) In the management or administration of educational programs, community organizations, government programs, or private industry in which the applicant dealt predominantly with ethnic minorities or persons handicapped by language, social or economic disadvantages or,

(2) As a community college EOPS counselor or EOPS instructor, or have comparable experience in working with disadvantaged clientele.

(c) In addition, an EOPS director hired after October 24, 1987, shall have completed a minimum of six units of college–level course work predominantly relating to ethnic minorities or persons handicapped by educational, language, or social disadvantages.

NOTE: Authority cited: Sections 69648, 70901(b)(1)(B) and [illegible] 56, Education Code. Reference: Sections 70901(b)(1)(B), 87356 and 87357, Education Code.

HISTORY

1. New section filed 9–24–87; operative 10–24–87 (Register 87, No. 40).
2. Amendment filed 10–30–90 with Secretary of State by Board of Governors, California Community Colleges; operative 11–30–90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code, section 70901.5(b).
3. Editorial correction of printing error in subsection (a) (Register 91, No. 29).

§ 56264. Counselor Qualifications.

(a) EOPS "Counselors" are those persons designated by the community college to serve as certificated counselors in the EOPS program and must possess the Community College Counselor Credential or possess a master's degree in counseling, rehabilitation counseling, clinical psychology, counseling psychology, guidance counseling, educational counseling, social work, or career development, or the equivalent, and

(b) In addition, EOPS counselors hired after October 24, 1987, shall:

(1) Have completed a minimum of nine semester units of college course work predominantly relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages or,

(2) Have completed six semester units or the equivalent of a college–level counseling practicum or counseling field–work courses in a community college EOPS program, or in a program dealing predominantly with ethnic minorities or persons handicapped by language, social, or economic disadvantages and,

(c) In addition, an EOPS counselor hired after October 24, 1987, shall have two years of occupational experience in work relating to ethnic minorities or persons handicapped by language, social, or economic disadvantages.

NOTE: Authority cited: Sections 69648, 69648.7 and 71020, Education Code. Reference: Sections 69640–69655, Education Code.

HISTORY

1. New section filed 9–24–87; operative 10–24–87 (Register 87, No. 40).
2. Amendment filed 10–30–90 with Secretary of State by Board of Governors, California Community Colleges; operative 11–30–90 (Register 90, No. 49). Submitted to OAL for printing only pursuant to Education Code section 70901.5(b).

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LEGISLATIVE FINDINGS AND DECLARATIONS

Exerpts from Section 4 of AB 1725 (1988) on Minimum Qualifications and Hiring Processes

(Note: Other paragraphs in this section address full-time/part-time balance, faculty recruitment and diversity, professional development, faculty governance relationships, evaluations, and tenure.)

(o) Any set of laws, regulations, directives, or guidelines regarding community college faculty and administrator qualifications, evaluation, hiring, or retention should promote the efforts of local community colleges to ensure that their faculty and administration consists of:

(1) Teachers who can teach and who are experts in the subject matter of their curriculum.

(2) Counselors, librarians, and other instructional and student service faculty who can foster college effectiveness and who are experts in the subject matter of their specialty.

(3) Administrators who can lead, organize, plan, and supervise; who understand the needs of faculty and the learning process; and who value institutional governance based upon a genuine sharing of responsibility with faculty colleagues.

(p) (1) The laws, regulations, directives, or guidelines should help the community colleges ensure that the faculty and administrators they hire and retain are people who are sympathetic and sensitive to the racial and cultural diversity in the colleges, are themselves representative of that div.-sity, and are well prepared by training and temperament to respond effectively to the educational needs of all the special populations ..rved by community colleges.

(2) All state and local policies, rules, and regulations regarding community college faculty and administrator qualifications, evaluation, hiring, or retention should strengthen faculty, administration, and board cooperation in matters related to those topics. They should also strengthen the role of the faculty as an authoritative, professional collegiate body.

(q) (1) In general, the appropriate focus of minimum qualifications is in helping the colleges to ensure that they will select faculty who are competent in subject matter and possess the basic academic preparation needed to work effectively at the college level. The minimum qualifications for all faculty should be the same except where the application of qualifications without differentiation would be clearly unreasonable or impractical.

(2) The minimum qualifications for administrators should help the colleges to ensure that they will select individuals who are competent to perform the kind of administrative responsibilities that administrators are normally required to assume, such as supervision, organizational planning, and budget development and administration, and who understand the needs of faculty and the learning process.

(r) (1) The pool of underrepresented individuals interested in faculty and administrative positions in the community colleges should be increased. Furthermore, practical and effective ways of finding and recruiting those individuals should be developed and maintained. The state's leadership in this effort is appropriate and urgently needed.

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(2) The hiring process for administrators and faculty (both temporary and permanent) should be designed so that both faculty and administrators take real responsibility for meeting affirmative action goals and ensuring that affirmative action considerations effectively influence hiring decisions.

(s) (1) No single approach to hiring faculty can guarantee attainment of the colleges' affirmative action goals and consistent selection of qualified individuals. Nevertheless, any hiring process adopted by a college should require the joint and cooperative exercise of responsibility by the faculty, administration, and board and should reflect the differing source of each participant's authority and the kind of responsibility that authority conveys.

(2) The governing board of a community college district derives its authority from statute and from its status as the entity holding the institution in trust for the benefit of the public. As a result, the governing board and the administrators it appoints have the principal legal and public responsibility for ensuring an effective hiring process.

(3) Faculty members derive their authority from their expertise as teachers and subject matter specialists and from their status as professionals. As a result, the faculty has an inherent professional responsibility in the development and implementation of policies and procedures governing the hiring process.

(4) Beyond requiring a joint and cooperative exercise of responsibility, the hiring process should be focused on ensuring that the community colleges will select teachers who can teach, and who are experts in the subject matter of their curriculum; and counselors, librarians, and other instructional and student services faculty who can foster community college effectiveness and who are experts in the subject matter of their specialty. This means that the colleges may establish criteria for hiring that go well beyond the minimum qualifications set by regulation. The establishment of additional criteria of this sort should be expected and encouraged.

(5) The focus of the hiring process for administrators is slightly different from the focus in hiring teachers. In hiring teachers, the goal is to find people who can teach, but in hiring administrators the goal is to ensure that the community colleges will select administrators who are competent to perform the kind of administrative responsibilities that administrators are normally required to assume in the context of the operation and programs of the community colleges.

(t) The state should provide the community colleges with enough resources and a sufficiently stable funding environment to enable them to predict their staffing needs and to establish highly effective hiring processes. While the precise nature of the hiring process for faculty should be subject to local definition and control, each community college should, in a way that is appropriate to its circumstances, establish a hiring process that ensures that:

(1) Emphasis is placed on the responsibility of the faculty to ensure the quality of their faculty peers.

(2) Both faculty members and administrators participate effectively in all appropriate phases of the process.

(3) Positions to be filled are normally identified through a well defined, thoughtful, planning process.

(4) The time between the announcement of each position and the selection of a candidate for hire is long enough to allow a thorough, complete, and thoughtful search.

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(5) Clear and complete job descriptions, including all job-related skills requirements and any additional qualifications recommended by the faculty when appropriate, are prepared for each position, and these job descriptions are reviewed before each position is announced, to ensure conformity with the community college's affirmative action and nondiscrimination commitments.

(6) All participants in the process are given appropriate training in affirmative action procedures and the affirmative action goals and timetables of the community college so that success in reaching those goals is better assured.

(7) Individuals, preferably minorities or women, who are knowledgeable about and responsible to the community college's affirmative action goals are included on all selection committees or similar groups.

(8) Final hiring decisions are, whenever reasonably possible, made during the regular academic year and promptly communicated to the faculty; the expectation that faculty recommendations regarding the hiring of faculty will normally be accepted is reinforced; and only in exceptional circumstances, and for compelling reasons communicated to the selection committee and to the president of the academic senate of the college, will someone be hired as a faculty member who has not been found to be among the best qualified by the faculty.

(u) The state should provide the community colleges with enough resources and a sufficiently stable funding environment to enable them to predict their staffing needs and to establish highly effective hiring processes. While the precise nature of the hiring process for administrators should be subject to local definition and control, each community college should, in a way that is appropriate to its circumstances, establish a hiring process which ensures that:

(1) Representatives of the faculty and other employees whose circumstances at work will be directly affected by the employment of the administrator participate effectively in all appropriate phases of the process.

(2) Positions to be filled are normally identified through a well defined, thoughtful, planning process.

(3) The time between the announcement of each position and the selection of a candidate for hire is long enough to allow a thorough, complete, and thoughtful search.

(4) Clear and complete job descriptions that include all job-related skills requirements are prepared for each position and these job descriptions are reviewed before each position is announced, to ensure conformity with the community college's affirmative action and nondiscrimination commitments.

(5) All participants in the process are given appropriate training in affirmative action procedures and goals and timetables of the community college, so that success in reaching those goals is better assured.

(6) Individuals, preferably minorities or women, who are knowledgeable about and responsive to the college's affirmative action goals are included on all selection committees or similar groups.

(7) Final hiring decisions are, whenever reasonably possible, made during the regular academic year and promptly communicated to the faculty and staff.

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Equivalency and Other Issues

The following reports are available in this category:

"Compilation of District Equivalency Policies," April 1992

"Analysis of Faculty Equivalency Policies," December 1992

"The Bachelor's for Tenure: Analysis and Options," October 1993

Faculty and Staff Diversity

Information and assistance concerning affirmative action are available from the Human Resources Division at (916) 445-2914. Affirmative action regulations are found in Title 5 Sections 53000-53099. In addition to a periodic newsletter, the following are available:

"Affirmative Action/NonDiscrimination: A Guide to Regulation Changes," May 1992

"Affirming Diversity: The Culture of California Community Colleges," video and accompanying workbook, Fall 1992

"Affirmative Action Programs in the California Community Colleges, 1991-92: Report to the Legislature," February 1993

Academic Senate Papers

The statewide Academic Senate has published several position papers or committee reports which bear on qualifications and hiring. These are available from the Senate office at (916) 445-4753.

"Equivalence to the Minimum Qualifications," Fall 1989

"Towards a Model Four-Year Tenure Process," November 1990

"Hiring Effective Faculty: An Introduction," April 1991

"Toward a Model Academic Administrator Evaluation Policy," November 1992

"Placement of Courses Within Disciplines," Fall 1993

Chancellor's Office Research Reports

The Research and Analysis Unit of the Chancellor's Office publishes numerous studies relating to employment. All are available from the unit at (916) 322-4656. Some of these are:

"Study of Part-time Instruction," January 1987

"Trends and Comparisions in Community College Staffing," February 1989

"Report on Staffing and Salaries, Fall 1996" (fifteenth in a series), September 1997

Historical Sources

The following may be useful for research purposes. They are not available for distribution, but may be found in depository libraries, including the Chancellor's Office library.

"The Challenge of Change: A Reassessment of the California Community Colleges," Commission for the Review of the Master Plan for Higher Education, Mary 1986

"Background Papers for The Challenge of Change," Commission for the Review of the Master Plan for Higher Education, March 1986

"Preliminary Report of the Task Force on community College Faculty and Administrator Qualifications, Hiring, Evaluation and Retention," Peter J. Landsberger, March 1987

"Strengthening Standards for Community College Instruction: Credentials and Qualifications in the California Community Colleges," Berman, Weiler Associates, March 1987

"Strengthening the Community College Personnel System: Standards, Tenure and Evaluation," Berman, Weiler Associates, April 1987

"Analysis: AB 1725 Employment Issues," Addendum to the Board of Governors Agenda, Chancellor's Office, October 1987

Training Workshop Materials

The following resource was developed for use in workshops that were sponsored in several locations around the state by a consortium of community college organizations.

"An Introduction to Disciplines, Faculty Service Areas, and Competency Standards," Disciplines/FSA Committee of the Californians for Community Colleges, July 1989

APPENDIX

Recommendation and Adoption of 1999 Changes

Board of Governors
California Community Colleges
November 8-9, 1999

REVISIONS TO THE DISCIPLINES LISTS
ACTION SCHEDULED

Committee on	*Equity, Diversity, and Human Resources* *John W. Rice, Chair*
Presentation	Gus Guichard, *Vice Chancellor* *Human Resources*

Issue

This item presents the revisions to the disciplines lists, which are used to implement minimum qualifications for faculty and administrators.

Background

The California Community Colleges replaced its former credentialing system with a system of minimum qualifications in 1990.

For instructors of credit courses, the minimum qualifications are:

- For academic disciplines, a master's degree in the discipline, or a bachelor's degree in the discipline and a master's degree in a reasonably related discipline.
- For disciplines in which a master's is not generally expected or available (vocational disciplines), any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

To define which degrees are "reasonably related," and to sort disciplines into master's and non-master's categories, the Board of Governors is required, by *Education Code, Chapter 2, Article 2*, Sections 87357, to "...maintain minimum qualifications ...consult with, and rely primarily on the advice and judgement of the statewide Academic Senate ...at least every three years...".

The Board adopted the original disciplines lists in 1989, and adopted amendments in 1990, 1991, 1993, and 1996. These latest recommended revisions were adopted by the Statewide Academic Senate in April 1999.

The Academic Senate, in consultation with the Chancellor's Office, has undertaken a review process to determine what changes, if any, were needed to bring the disciplines lists up to date.

Local academic senates, colleges and districts, students, other interested parties, and Chancellor's Office staff were solicited for recommendations for any changes to the disciplines list. A total of 16 proposed changes were received and considered by the Academic Senate's Standards and Practices Committee. Hearings were held by the Standards and Practices Committee throughout the state to give proponents of the suggested changes an opportunity to defend their proposals and for opposition to be heard. Subsequent to the hearings, the Standards and Practices Committee's recommendations were presented to the full Academic Senate for consideration.

A total of four recommendations survived the review process. Those recommendations that failed to be forwarded to the full Senate were either withdrawn during the process or lacked support from the various constituencies that provided comment during the review period.

Analysis

The attached proposed changes to the disciplines lists were presented to the full Academic Senate in April 1999, and were adopted for inclusion into the "Minimum Qualifications or Faculty and Administrators for the California Community Colleges".

The proposed changes are summarized below:

- Modify two (2) current disciplines, Accounting and Computer Science, which require a master's degree,

  The Accounting discipline will include Business Administration as an accepted master's degree when the applicant possesses a bachelor's degree in either Business, Business Administration, or Economics, each with an accounting emphasis. This was recommended to provide additional ways in which one can qualify to teach accounting courses, inasmuch as equivalency determinations over the years have disclosed that both the undergraduate and graduate programs listed typically include sufficient coursework in the accounting field.

  The Computer Science discipline will include either information science, computer information systems, or information systems as accepted master's degrees when coupled with a bachelor's degree in the previously listed subjects.

- Add Film Studies as a discipline requiring a master's degree,

  The addition of Film Studies as a master's degree discipline was proposed to mitigate the difficulty experienced by applicants with film-related degrees to meet the requirements for the Drama discipline. There are clear distinctions between the two subjects but there was heretofore no recognition of film as a separate subject matter area from a statewide perspective.

- Add Multimedia to the non-master's degree list.

Multimedia was added as a non-master's degree discipline because of the recent exponential growth in demand for skilled, technically trained employees for the computer assisted graphics and technology-related occupations. Various bachelor's and associate degrees will be accepted for qualification as an instructor in this discipline.

Adoption of the disciplines list revisions and technical amendments in this item will help to keep the minimum qualifications system current.

The disciplines list is used extensively by human resources staff and other college officials as a guide when making determinations of fitness of applicants for employment in faculty and administrative positions in the districts. Districts will continue to enjoy a significant degree of flexibility, provided agreement exists between the local board and academic senate, in how they place courses into disciplines for minimum qualification purposes, and in their use of "equivalency" hiring.

The recommended changes described above have been incorporated into the report titled "Minimum Qualifications for Faculty and Administrators for the California Community Colleges", and is available for your review.

Recommended Action

That the Board of Governors approve the Revisions to the Disciplines List, as presented in Attachment A.

Staff: *Sher Weahunt, Specialist*
Human Resources Division

Frank A. Abbott, Program Assistant
Human Resources Division

Attachment A

Proposed Amendments
to the Disciplines Lists

Disciplines Requiring a Master's Degree

Accounting:	Master's in accountancy or business administration with accounting concentration **OR** Bachelor's in business with accounting emphasis or business administration with accounting emphasis or economics with an accounting emphasis **AND** Master's in business, business administration, business education, taxation, or finance **OR** The equivalent (*NOTE: A Bachelor's degree with a CPA license is an alternative qualification for this discipline, pursuant to Title 5 Section 53410.1.*)
Computer Science:	Master's in computer science or computer engineering **OR** Bachelor's in either of the above **AND** Master's in mathematics, cybernetics, business administration, accounting, or engineering **OR** Bachelor's in engineering **AND** Master's in cybernetics, engineering, mathematics, or business administration **OR** Bachelor's in mathematics **AND** Master's in cybernetics, engineering, mathematics, or business administration **OR** Bachelor's degree in any of the above AND a Master's degree in information science, computer information systems, or information systems **OR** The equivalent (*NOTE: Courses in the use of computer programs for application to a particular discipline may be classified, for minimum qualification purposes, under the discipline of the application.*)
Film Studies:	Master's degree in film, drama/theater arts, or mass communication **OR** Bachelor's degree in any of the above **AND** Master's degree in media studies, English, or communication **OR** The equivalent

Non-Masters Degree Disciplines

Multimedia:

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BOARD OF GOVERNORS ACTIONS
November 8-9, 1999

The Board of Governors of the California Community Colleges took the following actions at its November 8-9, 1999, meeting:

- **Closed Session** *(991101).* The Board of Governors concluded the annual evaluation of the Chancellor and gave their unanimous support to the Chancellor for the very fine job that he is doing.
- **2000 State and Federal Legislative Program** *(Item 3.2) (991102).* Approved the 2000 State and Federal Legislative Program with the understanding that the Committee on Legislation would have a meeting on the question of student representation on the Board of Governors.
- **2000-2001 Economic Development Program Expenditure Plan** *(Item 4.2) (991103).* Approved the 2000-2001 Economic Development Program Expenditure Plan, as presented, and authorized the Chancellor to award funds according to the criteria, priorities, and procedures established. Also authorized the Chancellor to make adjustments in the distribution of funding consistent with the priorities as established for the program, should available funds be increased or decreased after negotiation of final budgets, or if unencumbered funding is recovered from non-performing projects or other sources.
- **2000-2001 Vocational-Technical Education Act Expenditure Plan** *(Item 4.3) (991104).* Approved the proposed 2000-2001 Carl D. Perkins Vocational-Technology Education Act Expenditure Plan and authorized the Chancellor to award funds in accordance with the four-year State Plan. Authorized the Chancellor to make adjustments in the distribution and award of funds in accordance with the criteria, priorities, and procedures of the new State Plan and VTEA, should the revenue be greater or lesser than proposed.
- **California Workforce Development: A Policy Framework for Economic Growth** *(Item 4.4) (991105).* Endorsed *California Workforce Development: A Policy Framework for Economic Growth* and directed the Chancellor to co-sign the transmittal letter to the Governor and Legislature and to pursue the recommended actions therein, especially with respect to the impending implementation of the federal Workforce Investment Act.
- **Title 5 Regulations: California Community Colleges Library Space Standards** *(Item 7.2) (991106).* Adopted the Title 5 regulations, as presented, and directed the regulations be reviewed three years after they take effect.
- **2000-2001 System Budget** *(Item 9.2) (991107).* Adopted the 2000-2001 Community College System Budget
- **Criteria for Prioritizing Capital Outlay Projects** *(Item 9.3) (991108).* Approved the new, expanded priority criteria for funding capital outlay projects beginning in the 2002-2003 fiscal year.

- **California Community College Funding Formula Task Force** *(Item 9.4) (991109).* Directed the vice chancellor of Administration and Fiscal Policy to work with the California Community Colleges Funding Formula Task Force to include a noncredit funding proposal in the 2000-2001 Budget for the May Revise.

- **Title 5 Regulations: Waiver of Program-Based Funding Requirements** *(Item 11) (991110).* The Board of Governors adopted the proposed regulation changes, as presented.

- **Revisions to the Disciplines Lists** *(Item 12) (991111).* The Board of Governors approved the revisions to the disciplines list as presented in Attachment A.

- **Election of Board Officers** *(Item 14) (991112).* Elected the following officers pursuant to the *Procedures and Standing Orders of the Board of Governors.*

President:	Rosemary E. Thakar
Vice President:	Thomas F. Kranz
CPEC Representative:	Roger M. Schrimp
CPEC Alternate:	Phillip J. Forhan

Approval of Contracts and Grants *(Item 17) (991113).* Approved entering into contracts and grants described in the summary.